



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

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Ser N12/2U0011

JAN 17 2002

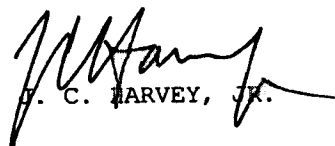
MEMORANDUM FOR DISTRIBUTION

Subj: N12 TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS) DECISION MATRIX

Ref: (a) OPNAVINST 1000.16J

Encl: (1) CNO (N12) TFMMS Decision Matrix of January 2002

1. Enclosure (1) provides a clearer, more direct breakdown of the existing and modified policy prescribed per reference (a).
2. Enclosure (1) is structured to assist manpower claimants in understanding the business rules as they pertain to the submission of AMD change requests into the TFMMS system. Requested changes will ensure compliance with the requirements and policy of this matrix and will provide all information as required under the "Claimant Responsibility" column. Navy Manpower Analysis Center (NAVMAC), acting on behalf of N12, will return TFMMS change requests that are incomplete, do not adhere to these policies, or do not provide the proper justification and supporting references for the actions requested. Unresolvable issues between Officer Community Managers, Enlisted Community Managers and other designated Action Officers will be officially addressed by the claimant to N12 for further action. The matrix applies to all Fleet and shore activities. All matrix items apply to active duty, Training and Administration of Reserves, and Selected Reserve. A point of contact list is provided as part of this document, to assist in identifying the proper contacts.
3. My action officer in this matter is Ms. Roxanne R. Stanley, NAVMAC (Code 20). Specific questions concerning utilization and interpretation of the matrix as it relates to the implementation of a TFMMS packet should be directed to the appropriate NAVMAC Billet Analyst assigned for your claimancy. Recommendations and policy questions related directly to the matrix can be addressed to Ms. Stanley at (901) 874-6395/DSN 882-6395 or E-mail: [roxanne.stanley@navmac.navy.mil](mailto:roxanne.stanley@navmac.navy.mil).

  
J. C. HARVEY, JR.

Distribution:

AAUSN, FSA (FSA 1), CNO (N1, N12, N122, N122F, N13, N46), CINCPACFLT (N12), CINCLANTFLT (N12), CINCUSNAVEUR (N12, N14), COMNAVSEASYSOM (09M, 09M1C), CNPC (PERS 00, 02, 022M, N4), CNRC, CNET (N1, N12), BUMED (N1, N15), CMC (MPC 59), COMNAVRESFOR (N14, N11), COMNAVSUPSYSCOM (OP 3), COMSPAWARSYSOM (09M), COMNAVARSYSOM (AIR 09M), COMNAVFACEGCOM (SRM), COMNAVNETOPSCOMD (N111), COMNAVSECGRU (N8, N83), ONI (15), COMNAVSECWARCOM (N12), COMSC (N1), DIR SSP (CODE SP010), COMNAVMETOCOM (N43, N432), NAVMAC (CODE 00, 10, 20, 30, 40, 70)

**TOTAL FORCE MANPOWER MANAGEMENT SYSTEMS (TFMMS)  
N12 DECISION MATRIX FOR ACTIVITY MANPOWER DOCUMENT (AMD)  
CHANGE REQUESTS**

**January 2002**

**THIS MATRIX WILL BE UPDATED ANNUALLY OR AS REQUIRED**

Item	Desired Outcome	Claimant Responsibility	N121 Responsibility
	<b>All Officers</b>		
<b>O-1</b>	Growth using unqualitized end strength.  (Item O-3 provides DOPMA/ROPMA policy for paygrades O-4 and above.)	Approve/Disapprove/Modify based on justification provided. Advise gaining OCM and reference their comments in TFMMS packet LOJ. The reference to OCM must be included, by name, in TFMMS packet, before TFMMS packet is submitted to N121.  See item 0-3 when qualifying at paygrades O-4 and above. If the request pertains to both actions, reference to OCM comment and N122E approval must be provided, by name, in the TFMMS packet LOJ prior to submission to N121.  (See Note 1)	Approve/Disapprove based on justification provided to include reference to phone call to OCM provided in TFMMS packet. See item 0-3 when qualifying authorizations at paygrades O-4 and above, claimants must have obtained DOPMA approval from CNO (N122E) and ROPMA (COMNAVRESFOR (N11)) for SELRES (as applicable). If the request pertains to both actions, both references (OCM comment and N122E approval), by name, are to be included in the TFMMS packet LOJ prior to submission to N121
<b>O-2</b>	Changes to <u>ANY</u> of these Officer authorization fields: Designator (i.e. Community): Unrestricted Line Restricted Line Staff Limited Duty Officer Chief Warrant Officer  Paygrade (Also see item O-3) Funding Type (AD, RT, RA, etc.)	Approve/Disapprove/Modify based on justification provided. Advise affected OCM and reference the comments, by name, in Letter of Justification (LOJ).  In the case of Selected Reserve (SELRES), advisory's and comments will be obtained from COMNAVRESFOR (N11) OCM POC.  Requests that do not include the proper OCM comments will be returned.  (See Note 1)	Approve/Disapprove based on justification provided in TFMMS packet LOJ and gaining and losing OCM comment. If reference to the OCM is not provided in the TFMMS packet LOJ, packet will be returned.
<b>O-3</b>	Adding or changing an authorization paygrade to O-4 and above (LCDR, CDR, CAPT) when exact paygrade compensation is not provided. (i.e. gain an O-5 lose an O-5, gain an O-6 lose an O-6)	Approve/Disapprove/Modify based on Justification provided. Obtain DOPMA approval from CNO (N122E2) and in the case of SELRES, ROPMA approval must also be obtained from COMNAVRESFOR (N11). Applicable approvals must be referenced, by name, in the TFMMS packet LOJ before TFMMS packet is submitted to N121. When exact paygrade compensation is provided, both upgrade and downgrade action must be provided in the same TFMMS packet.  (See Note 1)	Approved/Disapprove based on justification and approvals provided in TFMMS packet. If CNO (N122E2) (DOPMA) or COMNAVRESFOR (N11) (ROPMA) approval is not provided packet will be returned. Packets received without both the upgrade and downgrade action provided in the same TFMMS packet, will be returned for inclusion of the missing paygrade compensation transaction.
<b>O-4</b>	AMD change requests for subspecialty code(s).  * Changes to procedure per policy delineated per BUPERS WEBSITE (available July 2001). <a href="http://navprodev.bupers.navy.mil/subPage.asp">http://navprodev.bupers.navy.mil/subPage.asp</a>	Refer to Claimant guidance provided per WEBSITE	No N121 action required
<b>O-5</b>	AMD change request that affect Flag Officers	Approve/Disapprove/Modify based on justification provided. Obtain CNO/N00F (for Active Duty) and COMNAVRESFOR/ N11 (for SELRES) approval prior to N121 receipt of TFMMS packet. Approvals must be referenced, by name, in the TFMMS packet LOJ prior to submitting packet to N121.  (See Note 1)	Approve/Disapprove based on CNO/N00F (for Active Duty) and COMNAVRESFOR/N11 (for SELRES) approval. If N00F/COMNAVRESFOR /N11 comments are not provided, by name, packet will be returned.

Item	Desired Outcome	Claimant Responsibility	N121 Responsibility
	<b>Enlisted</b>		
<b>E-1</b>	<p>AMD actions that add, change or delete authorizations for Fleet MCPO's, Force MCPOs, Command MCPO's, CNO MCPO.</p> <p>Revised -  RATING/ RATE  MCN CM (MCPON)  FLT CM (Fleet MC)  FOR CM (Force MC)  CMC CM (Command MC)  CNO CM (CNO Directed Master Chief)</p>	<p>Approve/Disapprove/Modify based on justification provided. Obtain approval from NOOD (Asst to MCPON) prior to submission of TFMMS packet to N121. Reference final approval from NOOD, by name, in TFMMS LOJ prior to submission to N121.  (See Note 1)</p>	<p>Approve/Disapprove based on justification provided in TFMMS packet. Without reference to NOOD approval, in the TFMMS packet LOJ, request will be returned to Claimant.</p>
<b>E-2</b>	<p>Adding/upgrading or changing authorization pay grades to/from E8 or E9 (with or without equal pay grade compensation).</p>	<p>Approve/Disapprove/Modify based on justification provided. Without the identification of exact paygrade compensation, approval must be provided by N122E, and referenced in the TFMMS packet, prior to submission to N121.  (See Note 1)</p>	<p>Approve/Disapprove based on justification provided in TFMMS packet and reference to N122E approval included in the TFMMS packet LOJ.</p>
<b>E-3</b>	<p>Adding, changing or deleting NEC 532X (SEAL)/NEC 535X (SWCC) authorizations.</p>	<p>Approve/Disapprove/Modify based on justification provided. If justification sufficient and concurred with, submit TFMMS packet to N121. Obtain ECM approval and reference in LOJ, by name, prior to submission of TFMMS packet to N121  (See Note 1)</p>	<p>Approve/Disapprove based on justification provided in TFMMS packet and ECM approval referenced in the LOJ. If reference to ECM, by name, has not been included, packet will be returned.</p>
<b>E-4</b>	<p>Adding, changing or deleting FAC "G", "K", "H", "I", "N", MEC "S"</p> <p>to include changes to the current authorization rate/rating with these FAC's assigned.</p>	<p>Approve/Disapprove/Modify based on justification provided. Obtain approval from CNO (N122E1) prior to submission of TFMMS packet to N121. Obtain approval, and reference in LOJ prior to submission to N121.  (See Note 1)</p>	<p>Approve/Disapprove based on justification provided in TFMMS packet and N122E1 approval. Packets submitted without the referenced approval included in the TFMMS packet LOJ will be returned.</p>
<b>E-5</b>	<p>Adding, changing or deleting FAC "V", FAC "Z", and the current authorization rate/rating.</p> <p>(Managed by N77)</p>	<p>Approve/Disapprove/Modify based on justification provided. Obtain approval from CNO (N122E1) prior to submission of TFMMS packet to N121. Obtain approval, and reference in LOJ, by name, prior to submission to N121.  (See Note 1)</p>	<p>Approve/Disapprove based on justification provided in TFMMS packet and N122E1 approval. Packets submitted without the reference included in the TFMMS packet LOJ will be returned.</p>

Item	Desired Outcome	Claimant Responsibility	N121 Responsibility
	<b>Officer/Enlisted</b>		
<b>A-1</b>	AMD change requests that affect the minimum duration of the billet authorization (minimum tour length).	Approve/Disapprove/Modify based on justification provided. If justification sufficient, submit TFMMS packet to N121. This is not applicable where activity prescribed tour is less than three years, when directed by Resource Sponsor, or to extend funding on already existing authorization. Explain exceptions to minimum tour length in LOJ. (See Note 1)	Implement based upon justification provided. Without sufficient justification, request will be disapproved or returned.
<b>A-2</b>	AMD change requests that affect Medical Requirement/ Authorization outside BUMED Claimant.	Approve/Disapprove/Modify based on justification provided. If justification is sufficient obtain BUMED (153) approval and include the approval reference in the TFMMS packet LOJ, by name, prior to submission to N121. (See Note 1)	Approve/Disapprove based on justification provided in TFMMS packet and approval from BUMED (153). If BUMED approval is not referenced in the TFMMS packet LOJ, packet will be returned.
<b>A-3</b>	AMD change requests that affect Personnel Exchange Program (PEP) billets.	Approve/Disapprove/Modify based on justification provided. Any and all changes which affect PEP billets or PEP compensation (FAC X billets) should be initiated by or receive prior, final approval from N122D. Obtain approval and reference in TFMMS packet prior to submission of packet to N121. (See Note 1)	Approve/Disapprove based on justification provided and N122D approval referenced in the TFMMS packet LOJ. Without documented approval, packet will be returned.
<b>A-4</b>	AMD change requests that move Navy Working Capital Funds (NWCF)/Defense Working Capital Funds (DWCF) billets, FYDP end strength, or Transportation Working Capital Fund (TWCF)  (See Note 2) Applies to MPN only.	Approve/Disapprove/Modify based on justification provided when destination is a NWCF/DWCF UIC with same AGSAG/PE. When destination UIC has a different NWCF/DWCF AGSAG/PE or is Non-NWCF/DWCF hold packet and submit a request to ASN (FM&C) (FMB-4) and CNO (N122E3) requesting an end strength move. Submit packet to N121 when acknowledgement of requested FYDP has been approved and will be submitted in a TFMMS packet. The LOJ shall provide details of the requested FYDP move, and all other phone call references. (See Notes 1 and 2)	Approve/Disapprove based on justification provided and verification of commonality of destination UIC. If TFMMS packet LOJ does not contain all references as outlined in the Claimant responsibility, packet will be returned for further coordination with N122E3.
<b>A-5</b>	AMD Change Requests that move Student billets, and associated end strength (MRC=ST/MD/TT/TR).	Approve/Disapprove/Modify based on justification provided. If justification is sufficient and concurred with, submit TFMMS packet to N121. Student billets and associated end strength will reside in an activity starting with an activity code – 7000, only. Ensure reference to N122D1 approval is included in the TFMMS packet LOJ. (See Notes 1 and 3)	Approve/Disapprove TFMMS packet based on activity code equal “7000” series and an MRC equal “ST/MD/TT/TR”, only. Without reference to N122D1 approval included in the TFMMS packet LOJ, TFMMS packet will be returned.
<b>A-6</b>	AMD Change Request that reprogram billets and associated end strength into or out of a Headquarters status.	Approve/Disapprove/Modify based on justification provided. If justification is sufficient and concurred with, submit TFMMS packet to N121. Billets and associated end strength will be assigned as “management headquarters” in accordance with DOD Directive 5100.73 dated 13 May 1999 and proposed SECNAVINST 5000.30D and be addressed in the LOJ. Reference prior approval from N122E3, and ensure the reference is included in the TFMMS packet LOJ, by name, prior to submission to N121. (See Notes 1 and 4)	Approve/Disapprove/Modify based on justification provided in TFMMS packet, and CNO (N122E3) approval. Without reference to N122E3 approval included in the TFMMS packet LOJ, TFMMS packet will be returned.
<b>A-7</b>	AMD change requests that support or are the result of Commercial Activities (CA) decisions or requests which may impact such initiatives. Note: These billets include RI “U”, RI “C”, and ACC “E” when applicable. CNO WASHDC//N12 021348Z Jul98 Applies to these actions.	Approve/Disapprove/Modify based on justification provided. Obtain concurrence and/or recommended modification from N122D3, prior to N121 receipt of packets and reference contact, by name, in TFMMS packet LOJ. TFMMS packets should only include transactions related to CA decisions or requests. <u>No others.</u>	Approve/Disapprove based on justification provided in TFMMS packet LOJ, to include reference, by name, to N122D approval.

Item	Desired Outcome	Claimant Responsibility	N121 Responsibility
	<b>Officer/Enlisted</b>		
<b>A-8</b>	AMD change requests, which contain Additional Duty (ADDU) billets.	Approve/Disapprove/Modify based on justification provided. Ensure both the primary billet (i.e., the "ADDU TO" billet) and the "ADDU FM" billet are in the same packet and addressed in LOJ. If relationships cross claimancies, route packet through to the other claimant prior to submission to CNO(N121).	Approve/Disapprove based on justification provided in TFMMS packet. Ensure both the primary billet (i.e., the "ADDU TO" billet) and the "ADDU FM" billet are in the same packet and addressed in LOJ. If TFMMS packet does not contain both sides of the ADDU relationship, or has not been passed through to the other affected Claimant, packet will be returned to Claimant.

**NOTES:**

1. Letter of Justification (LOJ) must include a clear, detailed summary of changes being requested, justification for the requested change, and specific qualifications required for the job justifying the requested change. Provide specific points of contact with, name, office codes for all references, to include telephone references.
2. FYDP in the Navy Working Capital Funds (NWCF) and Defense Working Capital Funds (DWCF) UICs are controlled by the Office of the Secretary of Defense (OSD). These reimbursable UICs are identified with a claimant code of XXA8 and MARP 8063, 8064 (NWCF), and MARP 8065 (DWCF). NWCF/DWCF FYDP can be moved in TFMMS between NWCF/DWCF UICs with the same AGSAG/PE. Moving end strength to a different AGSAG/PE or from NWCF/DWCF to Non-Working Capital Funds (WCF) cannot be done in TFMMS. These transactions shall only be accomplished through the programming and budgeting process, and approved by CNO (N122E3)/MPN Accounting Sec/Ms. Debbie Brascher, DSN: 225-3647, or COM (703) 695-3647. NWCF/DWCF UICs have budgets assigned to them for two years (CFY and FY1). These are locked years and end strength moves SHOULD NOT be requested. If changes are desired, they will only occur in the Program Objectives Memorandum (POM)/Program Review (PR) years (FY2-FY6) or as appropriate, using a Program Budget Decision (PBD) or POM/PR/Summer Budget Issue.
3. Student billets and associated end strength programmed with Manpower Resource Codes (MRC(s)) of ST, MD, TT, and TR will be counted as "STUDENTS". Additionally, they will be assigned to an activity that is assigned with a 10 digit activity code beginning with "7000", the claimant code will end in a "2", the title of the activity will begin with "STU" for student, and the Action Officer Desk Code (AODC) will be D6. Billets/end strength for Active Duty (MRC=AD) will not be assigned to Student UICs.
4. Headquarters assignment is placed on the Active/UIC based on the DOD Directive 5100.73 of 13 May 1999 and proposed SECNAV Instruction 5000.30D. The Navy UIC will be assigned a Program Element (PE) that ends in "98" and Headquarters Activity Indicator Codes (HAIC) will also be assigned. All billets and end strength programmed at a Headquarters UIC will be assigned a Headquarters PE. Reprogramming of billets/end strength out of a Headquarters status will require the PE to be changed to non-headquarters.

## POINTS OF CONTACT

For **TFMMS packet and policy** issues:

CNO(N121) NAVMAC (Code 20) TFMMS Packets HMCS Greg Moody, DSN 882-6372,  
Commercial (901) 874-6372. [www.gregory.moody@navmac.navy.mil](mailto:www.gregory.moody@navmac.navy.mil)

CNO(N121) NAVMAC (Code 20) POLICY Ms. Roxanne Stanley, DSN 882-6395 Comm (901) 874-6395,  
[www.roxanne.stanley@navmac.navy.mil](mailto:www.roxanne.stanley@navmac.navy.mil) or Mr. Ken Marshall, DSN 882-6404, Comm (901) 874-6404,  
[www.kenneth.marshall@navmac.navy.mil](mailto:www.kenneth.marshall@navmac.navy.mil)

For issues relating to **DOPMA/ROPMA & Enlisted Sea Shore rotation/Quality Guidance Matrix**

OFFICER - LCDR Terry CNO (N122E2) DSN 225-3742, Comm (703) 695-3742

ENLISTED - (N122E1) DSN 225-3640, Comm (703) 695-3640

ALL RESERVES - CDR Snow, (ROPMA) TAR/SELRES, COMNAVRESFOR (N11) New Orleans  
DSN 678-6678, Comm (504) 678-6678.

For issues relating to **A76, Commercial Activities (CA)(Outsourcing Item A-7)** CDR Martin, CNO N122D3),  
DSN 225-3103, Comm (703) 695-3103.

For issues relating to **SELRES** Community Management, COMNAVRESFOR (N11) New Orleans, CDR  
Snow, USNR, DSN 678-6678 Comm (504) 678-6678.

For issues relating to **SMD/FMD**, CNO(N121) (Code 40) Mr. Don Maute

DSN 882-6287 Comm (901) 874-6287

[don.maute@navmac.navy.mil](mailto:don.maute@navmac.navy.mil)

For issues relating to **SQMD**, CNO(N121) (Code 30), ATCS(AW) Anthony Malenky/AT1(AW) Donahue

DSN 882-6248 Comm (901) 874-6248, DSN 882-6246 Comm (901) 874-6246

[anthony.malenky@navmac.navy.mil](mailto:anthony.malenky@navmac.navy.mil), [joseph.donahue@navmac.navy.mil](mailto:joseph.donahue@navmac.navy.mil)

For issues relating to **SubSpec**, CNO (N131E), DSN 223-2328

Ms. Vickie Poindexter / Ms Katy Wei, DSN 224-4933 / 224-4242 Comm (703) 614-XXXX)

<http://navprodev.bupers.navy.mil/subPage.asp>

For information on CNO (N131 Sec) **OCM** Admin

DSN 223-2302/Comm (703) 693-2302.

For information on CNO (N132 Sec) **ECM** Admin

DSN 224-5446/Comm (703) 614-5446.

For other related/specific OCM/ECM issues access via the **BUPERS Web site** [www.bupers.navy.mil](http://www.bupers.navy.mil)

For issues relating to **JOINT MANPOWER**, Ms. Apryle Saahir, CNO(N123M1), DSN 225-3204/Comm (703)  
695-3204

For issues relating to **END STRENGTH, NWCF, DWCF, and UIC Establishment/Disestablishment**

Ms. Debbie Brascher, CNO (N122E3) DSN 225 3647/Comm (703) 695-3647 or

Ms. Greer, (N122E3C), DSN 225-3663 Comm (703) 695-3663.